



Job Posting

Position Title:

Executive Assistant, Office of the Commissioner

Reports To:

Chief of Staff

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The Tennessee Department of Education is seeking an individual to serve as the executive assistant to the Commissioner of Education. The executive assistant works closely with and reports to the chief of staff to ensure effective support for leading the department in achieving its ambitious goals and strategic priorities. The executive assistant will support the Commissioner and the department as a whole through both direct action and coordination with others. The executive assistant will take on day-to-day logistics and support for the Commissioner and will also work closely with department leaders to ensure department-wide coordination, culture-building, and operational efficiency and effectiveness.

About the Department

The Tennessee Department of Education operates with this vision: districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark upon their chosen



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path in life. Guided by the department's five-year strategic plan, [*Tennessee Succeeds*](#), the department has set three ambitious goals:

- Tennessee will rank in the top half of states on the National Assessment of Educational Progress (NAEP), or the nation's Report Card, by 2019.
- The average ACT composite score in Tennessee will be a 21 by 2020.
- The majority of high school graduates from the class of 2020 will earn a postsecondary certificate, diploma, or degree.

Specific Position Responsibilities:

Below is a list of responsibilities that—while not comprehensive—provides an overview of the duties of the executive assistant:

- Scheduling and attending meetings and ensuring the Commissioner has all necessary information and materials for upcoming meetings, travel, or speaking engagements
- Coordinating and managing the Commissioner's calendar, answering calls and organizing prompt responses, and facilitating all other communication requests or activities
- Managing the organization of materials and information coming into the Commissioner's Office
- Supporting logistics, planning, and communications as needed, specifically around special initiatives and partnerships
- Supporting the Commissioner and Chief of Staff with administrative responsibilities, including supporting travel planning and need

Qualifications:

The candidate should have a bachelor's degree or equivalent experience with preference toward individuals with at least two to three years of relevant work experience. Experience in K-12 education is preferred.



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The following are preferred qualifications for the executive assistant to the chief operations officer:

- Ability to work in a fast-paced environment balancing multiple ongoing projects, both large and small, at the same time
- Willingness to be flexible given competing priorities and tight deadlines
- Ability to take initiative and be proactive in solving problems
- Strong interpersonal and communication skills necessary to interact and develop relationships with a diverse array of internal and external stakeholders, including district personnel
- Exceptional organization and attention to detail
- Excellent oral and written communication
- Ownership of results, with a standard for excellence
- Excellent customer service and an ability to communicate with clarity and empathy

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:



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Please e-mail a cover letter, resume, and three professional references to Sam Percy, Interim Chief of Staff, at Sam.Percy@tn.gov. Applications will be reviewed on a rolling basis.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.